

Defense Intelligence Senior Executive Service (DISES)
Position Vacancy Announcement
For the
National Geospatial-Intelligence Agency

Announcement No. HQ NGA DISES 2006-6

Opening Date: 4 April 2006

Closing Date: 4 May 2006

Position Title/Series: Deputy General Counsel, IE-0905

Number of Vacancies: 1

Salary Range: \$109,808 - \$152,000

Location: National Geospatial-Intelligence Agency (NGA)
Office of the General Counsel
Bethesda, MD

Area of Consideration: All Sources

How to Apply: To receive ***FULL*** consideration, submit an ***original and four copies*** of your current application. You must identify the position vacancy announcement number. Permanently attach all components of each application package. There is no preferred application format, therefore, an Application for Federal Employment (SF-171); Application for Federal Employment (OF-612); or a resume may be used. **Certain information is required** to be submitted, e.g., full name, mailing address, phone numbers, social security number, education, work experience, Executive Core Qualifications and Technical Qualification Statements. Failure to provide all the required information and copies could result in an ineligible rating. ***Special note*** - - Current DISES, Senior Executive Service (SES) and Senior Intelligence Service (SIS) employees are not required to submit documentation of your Executive Core Qualifications (ECQs) since you have already demonstrated your ECQs. However, you must submit documentation to address your competencies in the area under the "Technical Qualifications". (All other candidates should submit all required paperwork.)

Submit your application to:

HUMAN DEVELOPMENT/EXECUTIVE RESOURCES
Mail Stop D-49
4600 Sangamore Road
Bethesda, MD 20816-5003

Applications must be received by the closing date. A postmark will ***NOT*** prevail. Applications will ***NOT*** be returned. Please reference announcement number shown above.

Basic Duties and Responsibilities: Serves as the Deputy General Counsel of NGA. The Deputy General Counsel provides advice and counsel to the Director on all matters concerning geospatial intelligence, homeland security and matters affecting imagery, imagery intelligence, and geospatial information. The Deputy General Counsel, personally and through a legal staff, provides advice on the worldwide mission of NGA to include the impact on the mission of administrative policies of NGA. The Deputy General Counsel

participates in drafting international agreements and provides advice on the conduct of NGA international programs; provides advice to all elements of NGA on many varied issues including, personnel, acquisition/procurement law, general administrative law, intellectual property issues, information law, and is the NGA Deputy Designated Agency Ethics Official (DDAEO). As the DDAEO, administers the agency standards of conduct program. The Deputy General Counsel is also the program manager for the NGA FOIA/Privacy, claims, and legislative programs of NGA. This position is located in the Defense Legal Services Agency (DLSA) with duty at headquarters, NGA. The incumbent is assigned to NGA through DLSA and provides legal advice to the Director, Deputy Director and senior leaders of NGA.

Qualification Requirements: Eligibility for this executive level position will be based upon a clear demonstration that the applicant has had experience of the scope and quality sufficient to effectively carry out the assignments of the position. The successful applicants will be distinguished from other applicants by a review of the following Executive Core Qualifications (ECQs) and Technical Qualifications. Failure to meet a Qualification requirement will disqualify an applicant. Use an **Activities/Context/Outcome Approach** when describing your ECQs and keep in mind that reviewers will be looking for specific job-related activities and they will be interested in the context and outcomes of these activities. First, identify specific job-related activities (e.g., leadership, planning, acquiring a diverse workforce, budgeting) in which you participated and describe your actions. Next describe the context or environment within which you performed these actions. Mention other individuals or groups involved in the activity (e.g., client groups, members of Congress, individuals in other organizations). Lastly, state the outcomes of your actions. These indicate the quality and effectiveness of your performance and demonstrate your ability to achieve results, a key requirement of executive positions. Start your qualification statements with a brief summary of your managerial experience before individually addressing each of the five ECQs.

ECQs and their key characteristics: (Include as separate attachments, **one page maximum per ECQ**)

(1) Leading Change:

This core qualification encompasses the ability to develop and implement an organizational vision, which integrates key national and program goals, priorities, values, and other factors. Inherent to it is the ability to balance change and continuity – to continually strive to improve customer services and program performance within the basic government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity.

Key characteristics include:

- Identifying and integrating key issues affecting the organization, including political, economic, social, technological, and administrative factors.
- Understanding the roles and relationships of components of the national policy making and implementation process, including the President, political appointees, Congress, the judiciary, state and local governments, and interest groups; and formulating effective strategies to balance those interests consistent with the business of the organization.
- Exercising leadership and motivating managers to incorporate vision, strategic planning, and elements of quality management into the full range of the organization's activities; encouraging creative thinking and innovation; designing and implementing new or cutting edge programs/processes.
- Being open to change and new information; tolerating ambiguity; adapting behavior and work methods in response to new information, changing conditions, or unexpected obstacles; adjusting rapidly to new situations warranting attention and resolution.
- Displaying a high level of initiative, effort, and commitment; being proactive and achievement-oriented; being self-motivated; pursuing self-development; seeking feedback from others and opportunities to master new knowledge.

- Dealing effectively with pressure; maintaining focus and intensity and remaining persistent, even under adversity; recovering quickly from setbacks.

Creativity and Innovation Resilience
Continual Learning Strategic Thinking
External Awareness Vision
Service Motivation Flexibility

(2) Leading People:

This core qualification involves the ability to design and implement strategies which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals. Key characteristics include:

- Providing leadership in setting the work force's expected performance levels commensurate with the organization's strategic objectives; inspiring, motivating, and guiding others toward goal accomplishments; empowering people by sharing power and authority.
- Promoting quality through effective use of the organization's performance management system (e.g., establishing performance standards, appraising staff accomplishments using the developed standards, and taking action to reward, counsel, or remove employees, as appropriate).
- Fostering commitment, team spirit, pride, trust, and group identity; taking steps to prevent situations that could result in unpleasant confrontations.
- Valuing cultural diversity and other differences; fostering an environment where people who are culturally diverse can work together cooperatively and effectively in achieving organizational goals.
- Assessing employees' unique developmental needs and providing developmental opportunities which maximize employees' capabilities and contribute to the achievement of organizational goals; developing leadership in others through coaching and mentoring.
- Resolving conflicts in a positive and constructive manner; this includes promoting labor/management partnerships and dealing effectively with employee relations matters, attending to morale and organizational climate issues, handling administrative, labor management, and EEO issues, and taking discipline actions when other means have not been successful.

Conflict Management Integrity/Honesty
Cultural Awareness Team Building

(3) Results Driven:

This core qualification stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning, and implementation and evaluation of programs and policies. Key characteristics include:

- Understanding and appropriately applying procedures, requirements, regulations, and policies related to specialized expertise; understanding linkages between administrative competencies and mission needs; keeping current on issues, practices and procedures in technical areas.
- Stressing results by formulating strategic program plans which assess policy/program feasibility and include realistic short- and long-term goals and objectives.
- Exercising good judgment in structuring and organizing work and setting priorities; balancing the interests of clients and readily readjusting priorities to respond to customer demands.
- Anticipating and identifying, diagnosing, and consulting on potential or actual problem areas relating to program implementation and goal achievement; selecting from alternative courses of corrective action; and/or taking action from developed contingency plans.
- Setting program standards; holding self and others accountable for achieving these standards; acting decisively to modify them to promote customer service and/or the quality of programs and policies.

- Identifying opportunities to develop and market new products and services within or outside of the organization; taking risks to pursue a recognized benefit or advantage.

***Accountability Entrepreneurship
Customer Service Problem Solving
Decisiveness Technical Credibility***

(4) Business Acumen:

This core qualification involves the ability to acquire and administer human, financial, material, and information resources in a manner that instills trust and accomplishes the organization's mission, and to use new technology to enhance decision-making. Key characteristics include:

- Building a diverse workforce with the necessary competencies and/or potential through appropriate planning, development, recruitment, and selection processes to achieve organizational results.
- Overseeing the allocation of financial resources identifying cost-effective approaches; establishing and assuring the use of internal controls for financial systems.
- Managing the budgetary process, including preparing and justifying a budget and operating the budget under organizational and Congressional procedures; understanding the marketing expertise necessary to ensure appropriate funding level.
- Overseeing procurement and contracting procedures and processes.
- Integrating and coordinating logistical operations.
- Ensuring the efficient and cost-effective development and utilization of management information systems and other technological resources that meet the organization's needs; understanding the impact of technological changes on the organization.

***Financial Management Technology Management
Human Resources Management***

(5) Building Coalitions/Communication:

This core qualification involves the ability to explain, advocate, express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations and organizational units, and to identify the internal and external politics that impact the work of the unit. Key characteristics include:

- Representing and speaking for the organizational unit and its work (e.g., presenting; explaining; selling; defining; and negotiating) to those within and outside the office (e.g., agency heads and other government executives; corporate executives; Office of Management and Budget; Congressional members, staffs, and committees; the media; clientele and professional groups); making clear and convincing oral presentations to individuals and groups; listening effectively and clarifying information; facilitating an open exchange of ideas.
- Establishing and maintaining work relationships with internal organizational units (e.g., other program areas and staff support functions); approaching each problem situation with a clear perception of organizational and political reality; using contacts to build and strengthen internal support bases; getting understanding and support from higher level management.
- Developing and enhancing alliances with external groups (e.g., other agencies or firms, governments, Congress, and clientele groups); engaging in cross-functional activities; finding common group with a widening range of stakeholders.
- Working in groups and teams; conducting briefings and other meetings; gaining cooperating from others to obtain information and accomplish goals; facilitating "win-win" situations. Considering and responding appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful and treats others with respect. Seeing that reports, memoranda, and other

documents reflect the position and work of the organization in a clear, convincing, and organized manner.

***Influencing/Negotiating Partnering
Interpersonal Skills Political Savvy
Oral Communication Written Communication***

Position Demands: **Applicant must be a graduate of a law school** accredited by the American Bar Association with an L.L.B. or J.D., active member in good standing of a Bar of one of the 50 states, the District of Columbia or a U.S. Territory or Commonwealth with at least 5 years of practice as an attorney.

Technical Qualifications (TQs): *(Include as separate attachments, two pages maximum per TQ)*

1. Knowledge of the mission and legal issues affecting NGA and the intelligence community.
2. Demonstrated ability to mediate and resolve legal issues in a federal legal environment.
3. Demonstrated knowledge of Federal law; litigation; rules; and procedures.
4. Demonstrated ability to resolve difficult legal problems in a federal, intelligence community and/or DoD environment.
5. Ability to resolve complex legal problems under conditions of extreme pressure.

Evaluation Methods: Applicants will be evaluated based on job-related criteria identified under the Qualification Requirements by a screening panel of senior representatives with functional backgrounds relevant to this position. Interviews may be conducted.

Security Clearance and Access Level: This position requires access to classified Defense Department and Intelligence Community information. The individual selected must already possess, or be immediately eligible for, a TOP SECRET security clearance and access to Sensitive Compartmented Information. U.S. citizenship is required for the granting of a security clearance.

Other Requirements:

1. Applicant selected for this position is subject to the completion of a one-year probationary period in conjunction with the appointment at the DISES level. (Applicants selected from outside NGA are subject to the completion of a two-year probationary period associated with their initial appointment to the Agency.)
2. This position is covered under the Ethics in Government Act of 1978 (P.L. 95-521). Incumbent is required to file an Executive Personnel Financial Disclosure Report (SF-278) with the NGA Office of General Counsel.
3. State the lowest pay you will accept.
4. Provide the name, address, and telephone number of three references to substantiate your qualifications.
5. Employment is subject to requirements of the NGA Drug Testing Program.

Other Information:

1. All qualified applicants will receive consideration for appointment without regard to race, age, religion, color, national origin, sex, sexual orientation, handicap, political affiliations, or any other non-merit factor.
2. Copies of this announcement and other general information may be obtained through the NGA website www.nga.mil/careers, or by calling (301) 227-2531/2877 or DSN 287-2531/2877.
3. Applications will not be returned.
4. NGA is an Equal Opportunity Employer.
5. This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.
6. Use of postage paid Government agency envelopes to file job applications is a violation of Federal law and regulation.
7. Please identify how you became aware of this vacancy, e.g., OPM.gov, The Washington Post, NGA Web Page, employee, etc.